

CITY CLERK/ASSISTANT TO CITY MANAGER - 1130

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex skilled clerical and paraprofessional work as Clerk to the City Council; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate staff.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Serving as Clerk to the City Council; preparing and maintaining official City records and files; maintaining the City Code.

Coordinates the preparation of agenda packets, attends City Council meetings and writes minutes of the meetings; processes ordinances, resolutions, and other council actions.

Serves as custodian of all public records including ordinances, resolutions, contracts, agreements and minute books; coordinates codification updates; executes legal documents, drafts resolutions and proclamations; records maps, ordinances, easements and street closings.

Provides administrative support for the City Manager, Mayor and Board of Aldermen such as handling correspondence, public inquiries and mail; prepares, composes, and types correspondence, letters, memorandums and other directives for City officials;

Provides assistance to the City Manager with budget preparation; prepares budget for Administrative Department and Board of Aldermen; authorizes payment of bills for Administrative Department and Board of Aldermen; authorizes all purchases of office supplies;

Serves as liaison between City officials and the public for complaints, requests, and suggestions; handles issues independently for and in the absence of the City Manager;

Researches and compiles information as requested by the City Manager, Mayor, or Board of Aldermen; performs special project work as requested and handles confidential information; handles requests and inquiries from news media and the public regarding Board of Aldermen actions and activities;

Supervises department employees and schedules work projects;

Prepares department payroll and schedules vacation and personal leave;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the functions and organization of the municipal government; thorough knowledge of the rules of order as related to public hearings; thorough knowledge of the Charter and code; thorough knowledge of standard office procedures, practices and equipment; ability to research and prepare reports; ability to express ideas effectively, both orally and in writing; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with City officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college major course work in business or public administration and extensive experience in government level.

SPECIAL REQUIREMENTS:

Notary Public

Certified Municipal Clerk